

California Energy Commission



CLASSIFICATION: STAFF SERVICES ANALYST

TENURE: Permanent

TIME BASE: Full-Time

SALARY: Range A – \$2,817 - \$3,426
(Salary will be adjusted accordingly to comply with furlough program.)

LOCATION: Executive Office

FINAL FILING DATE: August 18, 2009

DUTIES/RESPONSIBILITIES: Under the direction of the Assistant Director for Policy Development, the Staff Services Analyst performs varied analytical, project management, and editing functions in the development of the Energy Commission's Integrated Energy Policy Report (IEPR), which is prepared on a two-year cycle, and the IEPR Update, which is prepared in the intervening years. The incumbent reports to the Assistant Director and to the IEPR Committee. The Staff Services Analyst works with the IEPR Committee and the Assistant Director to identify the objectives of and develop a schedule for the report; identify resource needs; conduct analysis and write sections of the report; and edit the report; and oversee printing and production of the final report and dissemination to interested parties.

This position is an opportunity to develop a better overall understanding of the wide variety of energy-related issues facing California and how the state's energy policies are developed and implemented, and to influence policies being developed that will affect California's electricity, natural gas, and transportation sectors in the years ahead. The incumbent will interact directly with Energy Commissioners, the Executive Office, and Energy Commission staff at every level, as well as policy makers and staff from other state agencies. This position also provides a valuable opportunity for the incumbent to showcase his/her talents and abilities and gain wider visibility within the agency.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have

- Experience in project management.
- Excellent writing, editing, communication and organization skills.
- Excellent interpersonal and team leadership skills. The successful applicant is expected to work within a larger team environment.
- Ability to analyze complex data and to prepare and present complex and comprehensive reports and recommendations orally and in writing.
- Ability to travel and effectively participate in public workshops and hearings.
- Ability to work independently, work well under pressure, and meet deadlines.

RPA#150-035

Pos. # 1500-5157-934

OK JG 8-11-09

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have either transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Susan Glick RPA#150-035
California Energy Commission
1516 Ninth Street MS 39
Sacramento, CA 95814
(916) 654-4996

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